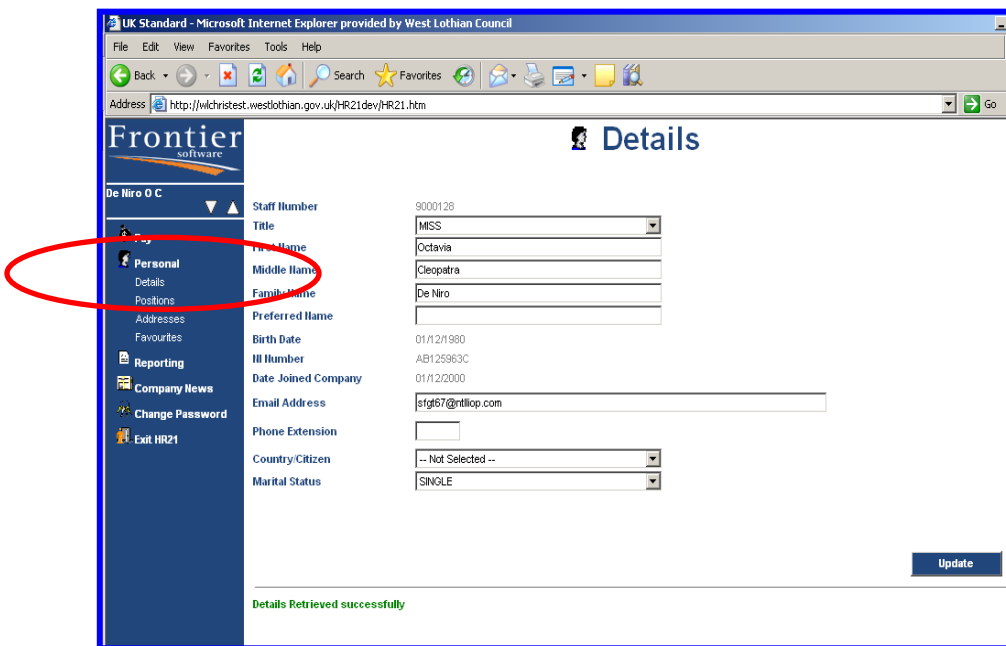


HR21v2 User Guide

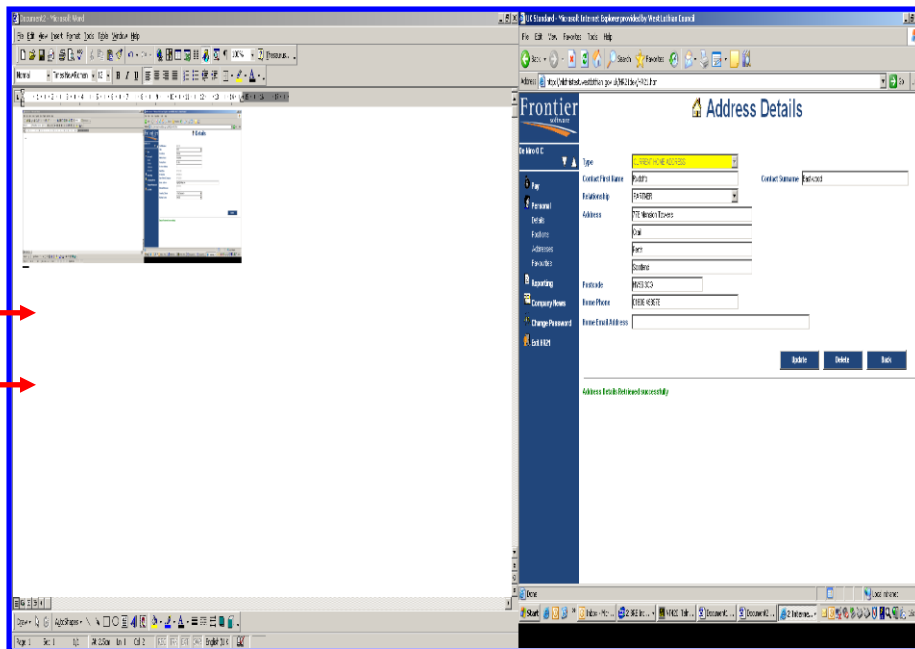
When you log into HR21 you will be taken to the HR21 News screen



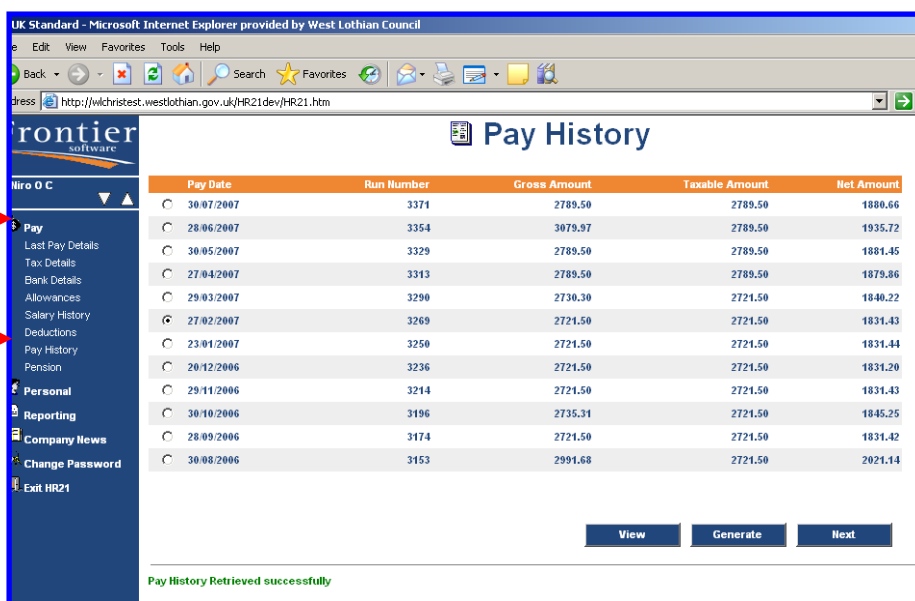
To change your name click "Personal" then "Details" on menu at the left of the screen. Make the changes and click "Update".



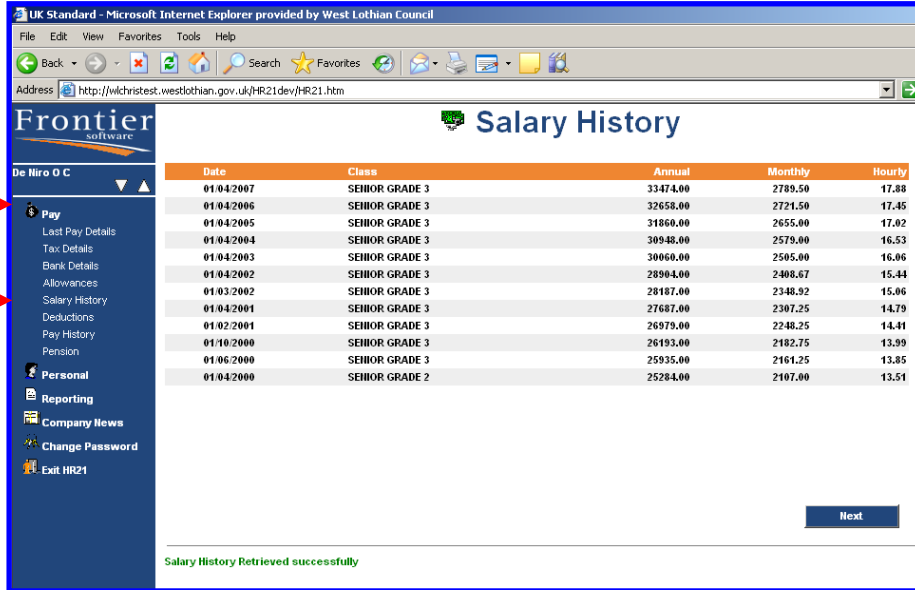
To change your address click “Personal” then “Addresses” on menu at the left of the screen. Make the changes and click “Update”.



To view your payment history click “Pay” then “Pay History”. Choose the payment you want to see and click view.



To print the payslip click “Generate” then go to “Reporting” and “View Reports” choose the report you want and click “View” you will then be prompted to print.
To view your salary history click “Pay” then “Salary History”



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Address: <http://wlchristest.westlothian.gov.uk/HR21dev/HR21.htm>

Salary History

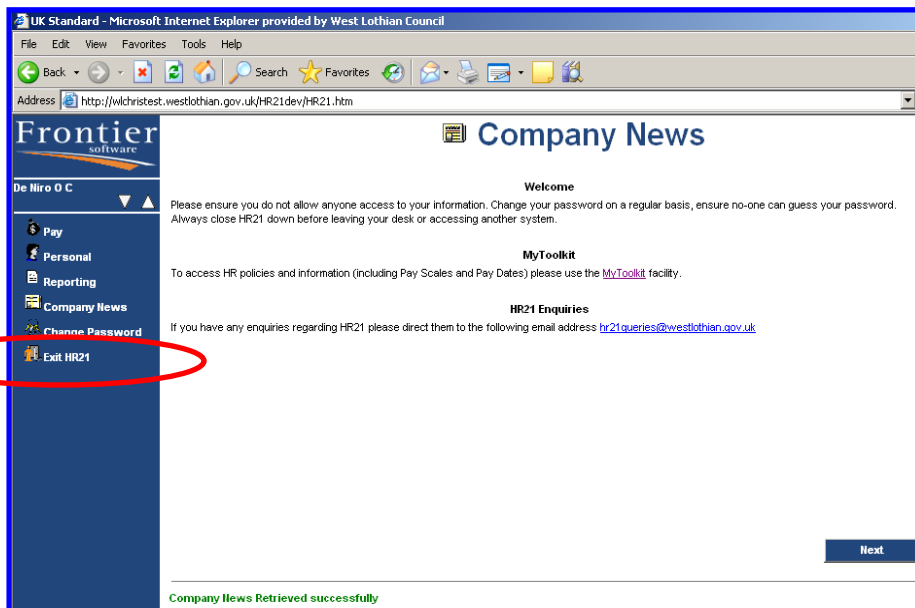
Date	Class	Annual	Monthly	Hourly
01/04/2007	SENIOR GRADE 3	33474.00	2789.50	17.88
01/04/2006	SENIOR GRADE 3	32658.00	2721.50	17.45
01/04/2005	SENIOR GRADE 3	31800.00	2655.00	17.02
01/04/2004	SENIOR GRADE 3	30948.00	2579.00	16.53
01/04/2003	SENIOR GRADE 3	30060.00	2505.00	16.06
01/04/2002	SENIOR GRADE 3	28904.00	2408.67	15.44
01/03/2002	SENIOR GRADE 3	28187.00	2348.92	15.06
01/04/2001	SENIOR GRADE 3	27687.00	2307.25	14.79
01/02/2001	SENIOR GRADE 3	26979.00	2248.25	14.41
01/10/2000	SENIOR GRADE 3	26193.00	2182.75	13.99
01/06/2000	SENIOR GRADE 3	25935.00	2161.25	13.85
01/04/2000	SENIOR GRADE 2	25284.00	2107.00	13.51

Next

Salary History Retrieved successfully

To log out of the system click “Exit.”

Remember to log out – do not leave your personal details open for others to see or change!



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Address: <http://wlchristest.westlothian.gov.uk/HR21dev/HR21.htm>

Company News

Welcome

Please ensure you do not allow anyone access to your information. Change your password on a regular basis, ensure no-one can guess your password. Always close HR21 down before leaving your desk or accessing another system.

MyToolkit

To access HR policies and information (including Pay Scales and Pay Dates) please use the [MyToolkit](#) facility.

HR21 Enquiries

If you have any enquiries regarding HR21 please direct them to the following email address hr21queries@westlothian.gov.uk

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